

10/12/2004

4:06 PM

CFS G/L MONTH-END CLOSING SCHEDULE

DECEMBER 2004 – Revised 10/12/04

CLARIFICATION of this Closing Information & WHAT is actually closing:

- The CAMS system is **NOT** “going down” & “restricting” users from access. This memo refers to the General Ledger period (the G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
 - Module transaction activity may still be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period or month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

The following modules, “**Tier ONE**”, will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5th workday of the following month) for the **December 2004 General Ledger** (**CLOSED for DECEMBER 2004 activity**):

BE – Budget Execution

NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.

PR – Purchase Requisitions (Commitments)

PO – Purchase Orders (Obligations)

AP – Accounts Payable

AR – Accounts Receivable

On **WEDNESDAY, December 29, 2004, at 9:00 PM EST.**

After 9:00 PM EST, the modules mentioned above, “**Tier ONE**,” may begin working on January 2005 transactions; GL End Date ‘31-DEC-2004’ will no longer be available for input.

The following modules, “**Tier TWO**”, will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5th workday of the following month) for the **December 2004 General Ledger** (**CLOSED for DECEMBER 2004 activity**):

ALLOC – Cost Accumulation/Allocation

The Cost Accumulation Over/Under (CA O/U) process will be kicked off @ 9:30 pm EST on Wednesday, December 29th & is expected to take from 4-6 hours to complete.

GJ – General Journal

GL – General Ledger

On **THURSDAY, December 30, 2004, at “Time to Be Determined” EST (Estimated, depending on CA O/U process & other month-end activities completion).**

NOTE: Between 9:00 PM EST on Wednesday, December 29th until the December G/L Month is closed, the modules mentioned above, “**Tier TWO**,” should **NOT** enter **ANY** transactions while December 2004 is still open. **ONLY after** December 2004 is closed may “**Tier TWO**” modules mentioned above begin working on January 2005 transactions.

SPECIAL INSTRUCTIONS:

- **Summary Level Transfer (SLT) & Labor Processing (GJs & Cost Adjustments):**
 - Please do **NOT** approve **ANY** SLTs or Labor Transactions **after COB, Tuesday, December 28th until after the December 2004 G/L Period is closed.** Any approved SLTs after this cutoff will not hit the current GL period, but will hit a future GL period.
 - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.
- **CA Surcharges:**
 - Please have the CA Surcharges processed **prior to the “Tier ONE” closing.**

NOTE #1: **DISBURSEMENT PROCESS (PM102, PM103, PM206) will run up to & including Monday, August 23rd due to the CAMS tech migration.**

NOTE #2: **DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing.**

Please pass this information along to end users in your area or any others you think may be interested.